1. To enroll in **Evacuation of Facilities in Disasters System (eFINDS) TtT BP1** click
https://commerce.health.state.ny.us/public/hcs_login.html

If you have an active HCS User Id and Password please enter and then click "Sign In" and proceed to Step 2.

If you do not have a HCS User ID and Password, you should contact your HPN Coordinator. If your User ID and Password have expired, then you should contact Commerce Accounts Management Unit (CAMU) at 866-529-1890.

Once you have an account, sign in to HCS by clicking on link in Step 1.

2. Once you log into HCS successfully you should click the eFINDS 2017 Train the Trainer icon under Important Health Events.

3. If you have been assigned an eFINDS Administrator role by your facility's HCS Coordinator, you will be able to register for training. Click "Register Now" and follow Step 4.
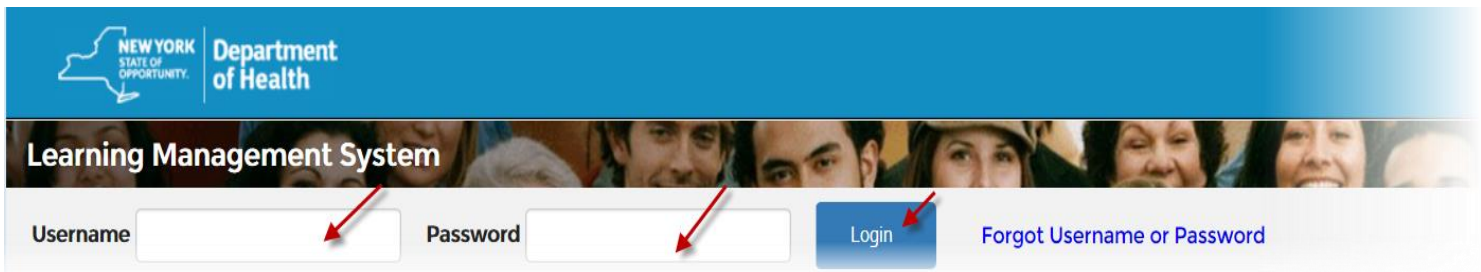
If you are <u>not</u> currently assigned to an eFINDS Administrator role you will not be able to register for the training. You should contact your facility's HPN Coordinator and request that you be assigned to the role of **<u>eFINDS Administrator</u>**. Once assigned as an Administrator, you should repeat Step 1.

 4. **Enroll in eFINDS Training in LMS**

After clicking "Register Now" (Step 3) you will be taken the NYSDOH Learning Management System (LMS) to enroll in eFINDS training. If you have a LMS Username and Password enter that information and click "Login". If you forgot your LMS Username and Password proceed to Step 6. If you are new to the system proceed to Step 7.
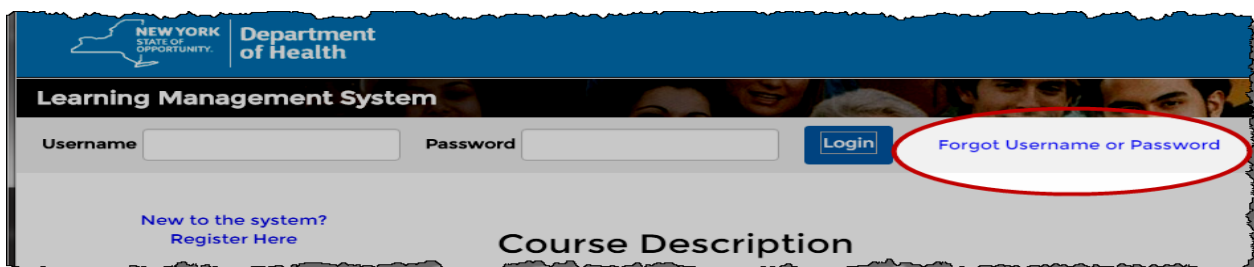

5. **Click "Enroll" for the training date and location you want to attend**.

6. If you forgot your Username and Password use the "Forgot Username or Password" function on the top of Home Page.

7. If you are new to the system then click "New to the System" and complete registration form.

- Choose **your own** username and password

- Fill in all required fields, denoted with an asterisk (*)

- Please include your **organization's name** in the first line of your work address

- Birth year, while not required, is requested to help identify duplicate records

- Please include your Agency Information

- Click **"Submit Your Registration"**

8. Once you have created your LMS account, return to Step 1.